

Finance and Labor Relations Committee
Regular Meeting
Thursday, February 1, 2018 Regular Meeting at 6:00pm
City Hall, 31 S. Madison Street, Evansville, WI

1. **Call to order and roll call.** Cole called the meeting to order at 6:01pm.
2. **Roll Call:** Members present: Alderpersons Rick Cole, Dianne Duggan and James Montgomery. Others present: Mayor Bill Hurlley, City Administrator/Finance Director Ian Rigg and Utility and Finance Accountant Julie Roberts.
3. **Approval of Agenda.** Duggan made a motion, seconded by Montgomery to approve the agenda as presented. Motion approved 3-0.
4. Montgomery made a motion, seconded by Duggan to waive the reading of the minutes of the January 4, 2018 regular meeting and to approve them as printed with the correction of removing an extra period in item 8A. Motion approved 3-0.
5. Citizen appearances other than agenda items listed. None
6. City bills to be presented at Common Council on February 13, 2018
7. New Business:

A. Motion to recommend to common Council Resolution 2018-01 Resolution Amending the 2017 Budget.

Montgomery made a motion, seconded by Duggan to recommend to Common Council Resolution 2018-01 Resolution Amending the 2017 Budget. Rigg reviewed the amendments being recommended. The PILOT payment from the Utility is still unknown at this point and could have an impact on the bottom line. General Government was pretty much a wash. There was legal work in dealings with TID 6 and 7 that did create a small increase in administrative costs but there was also some additional offsetting revenue. The water well 2 project took 9 months longer than was anticipated. The bill was paid in 2017 instead of 2016. Motion approved 3-0.

8. **City Administrator/Finance Director Report**

Rigg shared that he is going through employee reviews. Chad (Municipal Services Director) starts Monday. We recently had an audit done of the Utility database. We have a spreadsheet of potential errors that will be reviewed and corrected if necessary. This is something that we can continue to do on a regular basis to be more proactive in recognizing any inaccuracies.

A. Employee Policy Manual – Final Committee review and motion to send to the labor attorney for comment.

Moved by Duggan, seconded by Montgomery to send the policy manual after corrections to the Labor Attorney for comment. Rigg stated that Community Development will be its own department. The committee agrees with this. The Mission statement was discussed. The Committee likes it. Customer service should be emphasized in the statement. Some other minor changes were discussed. The Affirmative action section was discussed. Rigg stated that we need to make a conscious effort to reach out to a wider population of candidates. Section 3-2 is entirely new. The committee would like a definition of covered entity for PHI. Rigg will speak to Attorney Crone and elaborate on what is

included. Smoking on City property was debated. The committee was divided. Committee will let council take up this discussion. Montgomery would like to see a test done to see if we can monitor employee's computer usage. Motion approved 3-0.

9. Unfinished Business:

A. Library project update (place holder)

Rigg shared that the post office should be vacated by 03/23/2018

10. Meeting Discussion: Next regular meeting March 8, 2018 at 6:00 p.m.

11. Montgomery made a motion, seconded by Duggan to adjourn at 8:30pm. Motion approved 3-0.

Rick Cole, Chair

Requests for persons with disabilities who need assistance to participate in this meeting should be made to the City Clerk's office by calling 882-2266 with as much advance notice as possible.

Please turn off all cell phones while the meeting is in session. Thank you.

These minutes are not official until approved by the Finance and Labor Relations Committee at their next regular meeting.